



# EAST BRANDYWINE TOWNSHIP POLICE DEPARTMENT

<b>Subject: Public Records Requests</b>		<b>Policy # 4.11.1</b>
<b>Accreditation 4.11.1</b>		
<b>Effective Date: 12/16/2015</b>	<b>Revised Date: 07/15/2022</b>	
<b>By Authority Of: Chief Mark D. Kocsi</b>	<b>Signature: <i>Chief Mark D. Kocsi</i></b>	

## **PUBLIC RECORDS REQUESTS:**

Public records will be available for inspection and copying at the East Brandywine Township Police Department during normal business hours with the exception of holidays.

Requests shall be in writing and directed to the Open Records Officer, Lieutenant Jeff Yankanich, at the East Brandywine Township Police Department 1212 Horseshoe Pike Downingtown, PA 19335. Written requests shall include the date of the request, the name and address of the requester and a clear description of the records sought. There shall be no limitations on the number of records requested and there shall be no requirement to disclose the purpose for the request.

## **POSTING:**

East Brandywine Township Police shall post the following at the agency and on its website if such website:

1. Contact information for the open records officer.
2. Contact information for the Office of Open Records or other applicable appeals officer such as the District Attorney for investigative records.
3. A form which may be used to file a request.
4. Regulations, policies and procedures of the agency relating to the Open Records Act

## **FEES:**

Copies - \$0.25 per page

Accident Reports - \$15.00

Certification of a Record - \$1 per record

Specialized Documents (blue prints, photographs, etc.) – Actual Cost

Facsimile/Microfiche/Other Media – Actual Cost

## **RESPONSE:**

Police Department employees shall cooperate with those requesting records to review and/or duplicate original Police Department documents while taking reasonable measures to protect Police Department documents from the possibility of theft and/or modification.

All personal information, such as dates of birth and/or social security numbers from all persons mentioned in any records shall be redacted by the Police Department to help eliminate the possibility of identity theft.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right to Know Law.

## **APPEALS PROCESS**

If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the response or within 15 business days of a deemed denial with the:

**Commonwealth of Pennsylvania**  
**Office of Open Records**  
**Commonwealth Keystone Building**  
**400 North Street, 4<sup>th</sup> Floor**  
**Harrisburg, PA 17120-0225**  
**Phone # 717-346-9903**  
**FAX # 717-425-5343**  
**E-Mail [openrecords@state.pa.us](mailto:openrecords@state.pa.us)**

**Appeals Officer:**  
**Chester County District Attorney's Office**  
**201 West Market Street**  
**P.O. Box 2746**  
**West Chester, PA 19380-0989**  
**(610)344-6801**

RECORDS, PUBLIC ACCESS TO  
**Township of East Brandywine**  
**Right-to-Know Form**

Date Requested: \_\_\_\_\_

Requested submitted by:      E-mail                      U.S. Mail                      Fax                      In person

Name of Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Records Requested: Provide as much specific detail as possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want Copies?                      Yes                      No

Do you want to inspect the records?                      Yes                      No

Do you want certified copies of records?                      Yes                      No

Signature of Requestor: \_\_\_\_\_

Instructions:                      Pickup                      Mail                      Fax                      Other

Number of Copies \_\_\_\_\_      Cost of Postage \_\_\_\_\_      Total Cost \_\_\_\_\_

Date Received by Agency \_\_\_\_\_      Date Request Fulfilled \_\_\_\_\_

Five days expire (date) \_\_\_\_\_

Right-to-Know Officer: **Deputy Chief Yankanich**

EAST BRANDYWINE CODE

If the request can't be fulfilled within five days, provide information on when it can be fulfilled and attach a copy of the letter to this form.

If Request is denied, attach letter sent to requestor.